

## **UC Guidance for ISSM Action Plan**

Guidance for the preparation and submission of the ISSM Action Plan and supporting Project Plan is provided below for use by LANL and LLNL. It reflects, to a large degree, the discussions held at the Action Plan Workshop held at LLNL on September 7, 2001 with representatives from UCOP, both Laboratories and Aegis Research Corporation.

### **ISSM Action Plan (the ‘What’)**

The Action Plan is required to be submitted by UC to DOE by September 28, 2001 for DOE approval, as described in Clause 2.5 of Appendix “O”. It is to be a performance-based plan that defines the top-level tasks that have been identified to address the gaps identified in each Laboratory’s ISSM Gap Summary. Your plan should include a concise description of each task’s deliverables and completion criteria that will unambiguously define when each task is successfully concluded.

It is important to the credibility of ISSM implementation that a section of the Action Plan be devoted to summarizing the processes utilized by each Lab for soliciting worker and manager input and feedback, and involving them in the development of the key ISSM documents, including the Action Plan.

### **ISSM Project Plan (the ‘How’)**

Within 45 days following DOE approval of the Action Plan, a Project Plan will be developed and submitted to UC for approval. It will serve as the principal means by which the UC Vice President for Laboratory Management (VPLM) and his staff will ensure progress in the systematic integration of Safeguards & Security into management and work practices at all levels of LANL and LLNL, so as to satisfy the requirements of Clause 2.6 of Appendix “O”. The ISSM Project Plan is to be schedule-based. While there may not be quarterly milestones for each task, quarterly total plan milestones must be indicated and completion of tasks to demonstrate ISSM will be “in place” by December 2002 must be clear. Each task is to include:

- task leader name and organization
- cross-walk to gap(s) being addressed and applicable UC criteria
- process for management review
- task performance schedule
- description of deliverables
- principal organization(s) and/or contractor involved
- S&S program resource requirements
- identification of a change control process
- task progress indicators for quarterly review by UC

### **Schedule**

UC intends to submit the draft Action Plans to DOE for comment no later than September 24, 2001. You are asked to submit your final Action Plans to this office no later than September 26, 2001. UC plans to formally submit both plans to DOE on or before September 28, 2001.

To accomplish the above will require continuing the excellent cooperation and collaboration that have been demonstrated to date by all parties.